

AUG 06 1980

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date August 8, 1980 Application Number DHR 80-23		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Office of the Commissioner Office of Audits - Room 312-S 1256 Briarcliff Road, N.E. Atlanta, Georgia 30306		<b>ARCHIVES AND HISTORY</b> Application Number 80-315 Date Received AUG 12 1980 Date Completed AUG 25 1980	
<b>2. Person to Contact</b> David G. Price		<b>Working Title</b> Director, Office of Audits		<b>Telephone Number</b> 894-3900	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule: record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest 1975 Latest to present		<b>5. Records Series Title (followed by title used in office, if different)</b> Office of Audits Director's Subject Files			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The Department of Human Resources, through the leadership of the Commissioner, is responsible for planning, organizing, directing, coordinating, and controlling the delivery of services to residents of Georgia. Included are: diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs; Federal Food Programs; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department, and suggesting improvements in these programs; and support services.</p> <p>The Office of Audits has the responsibility to determine whether all funds due the Department are properly accounted for and are expended according to the requirements of the law and policies, procedures, and regulations applicable thereto. Also, to help Management improve the efficiency, economy, and effectiveness of operations by identifying where improvements are needed.</p>					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining records for all areas of interest to the Director of the Office of Audits. Included, but not limited to, are: correspondence to and from DHR Offices/ Divisions to assure that DHR funds are properly accounted for and expended according to applicable laws, policies, procedures, and regulations; evaluations of proposed programs; and recommendations to Management for improving the efficiency, economy, and effectiveness of DHR operations. Also included is the monthly calendar of activities.					
The file is arranged : according to the current DHR Organization Chart.					
<b>8. Weekly Reference Rate</b> 6-8 ; How often are records referred to which are: One to six months old 6-8 ; Seven to twelve months old 4-6 ; Thirteen to twenty-four months old 2-3 ; twenty-five months and older rare ?					
<b>9. Annual Rate of Accumulation or Records</b> Letter-size drawers 3 ; Legal-size drawers ; Shelves ; Other (Specify)					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

need for reference value

#### 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>David L. Pien</i>	8/6/80	<i>Elizabeth W. Crank</i> Elizabeth W. Crank, CRM State Records Committee (Signature)	8/4/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>AS</i>	8-21-80
		Secretary of State/Designee <i>Canell Hart</i>	8-19-80
		Attorney General/Designee <i>Al Kheel</i>	8-22-80